ALBERT WISNER PUBLIC LIBRARY

Board of Trustees Meeting
(In-person at the Library)
September 23, 2025 @ 7:00 PM

Minutes

PRESENT: Board Members Mark Damia, Colleen Larsen, Regina Wittosch, Nora Aman-Gurvich, Barbara Johansen, Mary Berrigan and Michael McCann.

Director: Lisa Laico

Recording Secretary: Siobhan O'Riordan

Members of the Public: None.

Absent: None.

I. Meeting called to order by at 7:02 pm

II. Pledge of Allegiance.

III. Review/Revise Agenda.

IV. Public Comment: None.

V. Fiscal Reports:

A. **FY 25/26 Balance Sheets**: Reviewed by the Board.

B. **FY 25/26 P&Ls**: Reviewed by the Board.

C. **FY 25/26 Budget Transfers & Amendments**: None.

D**. Warrant #696 (General Fund):**

Finance Committee member Mark Damia recommended that the Board consider a motion to approve Warrant #696 (General Fund); Barbara Johansen seconded the recommendation.

<u>Motion to Approve Warrant #696 (General Fund)</u>:

Regina Wittosch made a motion to approve Warrant #696 (General Fund); Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

E. Warrant #33 (Capital Fund):

Finance Committee member Regina Wittosch recommended that the Board consider a motion to approve Warrant #33 (Capital Fund); Nora Aman-Gurvich seconded the recommendation.

Motion to Approve Warrant #33 (Capital Fund):

Regina Wittosch made a motion to approve Warrant #33 (Capital Fund); Barbara Johansen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

F. **Motion to approve new debit card vendor**: None.

G. Barbara Johansen recommended that the Board consider a motion to approve the minutes of the August 26, 2025 regular monthly meeting; Colleen Larsen seconded the recommendation.

Motion to approve minutes of the August 26, 2025 Regular Monthly Meeting:

Colleen Larsen made a motion to approve the minutes of the 8/26/25 regular monthly meeting; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

VI. **New Business**:

a. **Procurement Policy Approval:**

Regina Wittosch of the Finance Committee recommends that the Board consider a motion to re-approve the Library's existing Procurement Policy; Nora Aman-Gurvich seconded the recommendation.

Motion to re-approve the Library's Procurement Policy:

Regina Wittosch made a motion to re-approve the Procurement Policy; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

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b. **<u>Board Response to Chester, NY Town Board:</u>**

Nora Aman-Gurvich of the Executive Committee recommends that the Board consider a motion to approve, with edits as necessary, the draft response to the Chester, NY Town Board regarding its resolution of July 9, 2025, concerning the AWPL charter; Colleen Larsen seconded the recommendation.

<u>Motion to approve draft response to the Chester, NY Town Board</u>:

Michael McCann made a motion to approve the response; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

c. Regina Wittosch of the Building Committee recommends that the Board consider a motion to approve the August 22, 2025, proposal from Butler, Rowland, Mays regarding the engineering, building permit application, public bid management and implementation of the HVAC System replacement; Mary Berrigan seconded the recommendation.

<u>Motion to approve the August 2025 Butler, Rowland, Mays proposal covering the HVAC system replacement:</u>

Nora Aman-Gurvich made a motion to approve the proposal; Colleen Larsen seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

d. **RCLS 2026 Budget:**

Nora Aman-Gurvich of the Executive Committee recommends that the Board consider a motion to approve the RCLS Budget for 2026; Colleen Larsen seconded the recommendation.

<u>Motion to approve the RCLS 2026 Budget</u>:

Regina Wittosch made a motion to approve the RCLS 2026 budget; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

VII. **Old Business**: None.

VIII. Board Committee Reports:

- **A. Executive Committee** –Mark Damia. Reviewed.
- **B. Building & Grounds** – Regina Wittosch. Reviewed.
- **C. Community Relations** – Nora Aman-Gurvich. None.
- **D. Financial** - Regina Wittosch. Reviewed.
- **E. Personnel Committee** – Colleen Larsen. Reviewed.

IX. FOL - Colleen Larsen. The Friends of the Library have resumed monthly meetings. They will hold their annual holiday book sale in November.

X. Director's Report: Reviewed.

XI. Personnel Committee member Mary Berrigan recommended that the Board consider a motion to go into Executive Session to discuss employment history of a particular person; Colleen Larsen seconded the recommendation.

Executive Session: None. (Lisa Laico advised that it was unnecessary.)

Motion to approve Personnel Report:

Colleen Larsen recommended that the Board consider a motion to approve the September 2025 personnel report; Mary Berrigan seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Nora Aman-Gurvich – Yes; Regina Wittosch – Yes; Barbara Johansen – Yes; Michael McCann – Yes. The motion was approved.

XII. Adjournment:

A motion to adjourn the meeting at 8:07pm was made by Regina Wittosch; Michael McCann seconded the motion. The Board voted as follows: Mark Damia – Yes; Colleen Larsen – Yes; Mary Berrigan – Yes; Barbara Johansen – Yes; Michael McCann – Yes; Regina Wittosch – Yes. The motion was approved.

Motions:

1. To approve Warrant #696 (General Fund.)
2. To approve Warrant #33 (Capital Fund.)

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3. To approve minutes of August 26, 2025 regular monthly meeting.
4. To re-approve the Library's Procurement Policy.
5. To approve the draft response to the Chester, NY Town Board.
6. To approve the August 2025 Butler, Rowland, Mays proposal for the HVAC system replacement project.
7. To approve the RCLS 2026 budget.
8. To approve the September 2025 Personnel Report.
9. To adjourn.

XIV. **Date & Time for Upcoming Meetings:**

Regular monthly meeting: Tuesday, October 28, 2025 at 7:00pm @ AWPL

Recorded by Siobhan O'Riordan on September 23, 2025 and submitted on September 24, 2025.

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